



**U.S. GOVERNMENT PRINTING OFFICE  
MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** 03-170 (Applicants who previously applied under 03-155 must re-apply)  
**POSITION:** Chief Financial Officer  
**SERIES/GRADE:** PG-0505-00  
**SALARY RANGE:** \$134,000 PA  
**ISSUE DATE:** 08/22/03  
**CLOSING DATE:** 09/05/03  
**NUMBER OF VACANCIES:** One  
**ORGANIZATION:** Office of the Public Printer  
Office of the Chief Financial Officer  
**GEOGRAPHIC LOCATION:** Washington, DC  
**PROMOTION POTENTIAL:** None  
**DURATION OF APPOINTMENT:** Permanent  
**TOUR OF DUTY:** Shift 1  
**OPM NOTICE OF RESULTS REQUIRED:** No  
**CIVIL SERVICE STATUS REQUIRED:** No  
**AREA OF CONSIDERATION:** All Sources

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**SUMMARY OF DUTIES/RESPONSIBILITIES:**

The Chief Financial Officer brings innovative and insightful leadership to the planning and implementation of financial and administrative systems and programs in support of the transformation of the U.S. Government Printing Office into a 21<sup>st</sup> century, high-technology, printing and digital information organization. The incumbent directs, manages, and provides policy guidance and oversight of financial management and administrative support systems, personnel, activities, and operation of the agency. Develops, implements, and maintains agency financial management and administrative support policies and procedures. Develops and maintains an integrated budgeting, accounting, and financial reporting system that complies with government accounting principles, standards, and laws, and that is responsive to the management information needs of the agency. Oversees the development and maintenance of a costing system that measures performance against standards and provides timely reporting results. Oversees and manages the development of short and long term operating plans for the agency. Directs, manages, and provides for the security and protection of the personnel and assets of the agency. Manages and maintains all owned and leased real property of the agency. Supervises and manages all agency procurement except customer related job requirements and printing paper. Directs financial and administrative functions including payroll, mail, messenger, and food services. Serves as the agency's chief liaison with the House and Senate Appropriations Committees.

**QUALIFICATIONS:** Applicants must possess 52 weeks of specialized experience equivalent to at least the PG-15 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Education may be substituted for experience as outlined in the Qualification Standards Operating Manual.

**SELECTIVE PLACEMENT FACTOR:** *In addition to the minimum qualification requirements, all applicants must meet the following selective placement factor to be considered for this position. Applicants are strongly urged to provide a separate narrative statement describing how their experience satisfies the factor.*

Extensive experience and a proven track record in enhancing the operating performance (cash flow; cost reductions; revenue generation) of commercial manufacturing organizations.

**\* This position is in the GPO Senior Level Service (SLS).**

**NOTE:** Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

**RANKING FACTORS:** *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience,*

*education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Experience in leading the negotiation, acquisition and integration process of strategically important companies, business units or their assets.
2. Demonstrated ability in managing cash constrained business entities.
3. Knowledge of the procurement, negotiation and management of outsourced services and/or operations (manufacturing; production; information technologies).
4. Demonstrated ability to manage reorganizations and downsizing, achieving cost and profitability objectives.
5. Expert skill and ability in the identification, selection and implementation of automated financial systems including a demonstrated ability to interface with technical departments in the computer programming, systems analysis, and system integration process.

**TO APPLY:**

***GPO Applicants:***

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

***Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)***

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. When one application is received, it will be considered under the federal merit promotion procedures. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO MAY PAY RELOCATION COSTS

**OTHER ESSENTIAL INFORMATION:**

***Applicants must:***

- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.

**SUBMIT APPLICATION(S) TO:**

**Unit 3**

U.S. Government Printing Office  
Employment Branch, Room C106, Stop: PSE  
732 North Capitol Street, NW  
Washington, DC 20401  
FAX (202)512-1292

**FOR ADDITIONAL INFORMATION CALL:**

(202) 512-1193  
TDD (202) 512-1519

***\*THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER\****  
***\*THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES\****